

# VI. APPLICATION SUBMISSION

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## A. INTENT TO SUBMIT AN APPLICATION

Investigators are highly encouraged to notify the TSNRP of their interest in applying by submitting a Letter of Intent (LOI). The LOI is not a commitment to submit an application. TSNRP may provide guidance in response to a LOI. LOIs may be submitted electronically through the TSNRP web site, <http://www.usuhs.mil/tsnrp/forms/index.html>, as a paper copy mailed to the address below, or faxed to 301-295-7052 (see Appendix C for LOI forms).

## B. SUBMISSION REQUIREMENTS

Application requirements are determined by the award category. The application will consist of TSNRP forms, and Public Health Service (PHS) forms, either PHS 398 forms (revised 5/01), PHS 416-1 forms (revised 11/02), or a combination of both. A table showing the application forms required for each award category is provided on page 10. All applications must be accompanied by TSNRP forms revised 7/03. A **complete application** includes:

- One signed original of the TSNRP forms and appropriate PHS forms, with appendices
- Two copies of the **entire original, including appendices**
- One electronic copy (IBM compatible diskette or CD-Rom only) of the application in Microsoft Word format. The electronic copy does not need to include the appendices.
- Three electronic copies (IBM compatible diskette or CD-Rom only) of only the Research Plan

The application packet should be secured with rubber bands (no staples, clips or binders). All forms are available online at <http://www.usuhs.mil/tsnrp/forms/index.html>.

The complete application for **Novice Investigator, 1-, 2-, 3-Year, Pilot Project, and Research Fellow Awards must be submitted by 4 P.M. EST on 2 March 2004 to:**

CDR Patricia W. Kelley, NC, USN  
DNSc, RN, FNP, GNP  
Director  
TriService Nursing Research Program  
4301 Jones Bridge Road  
Bethesda, MD 20814-4799

The complete application for **Graduate Research Awards may be submitted between November 2003 and April 2004 to the address above.** Applications received after the 30 April 2004 deadline will be considered in the FY05 funding cycle.

The complete application for **Fast Track Awards must be submitted by 4 P. M. EST on 21 January, 6 April, or 1 June 2004 to the address above.**

Applications that are not received by the stated deadline are considered late applications. **Late applications and/or applications exceeding the funding award limit will be returned to the applicant and will not be considered for review.**

### **C. SUBMISSION OF DUPLICATE APPLICATIONS**

The TSNRP discourages the submission of an application that is a duplicate of an application in concurrent review by another funding agency.